



## Lions Guide to Organizing a Professional Development Workshop

Lions can help sponsor and organize a Lions Quest teacher professional development workshop. Workshop funding is often a combination of monies from local Lions, LCIF Lions Quest grant funds and/or school, district or regional education center funds. Actually getting a workshop on the schedule requires some set up work, program advocacy, and relationship building. Once a workshop is scheduled, event logistics will be the primary task. Then follow up, reporting, evaluation and relationship maintenance will be the responsibilities after a workshop is complete. The following suggested steps can be used as a guide for Lions wishing to organize a Workshop and a subsequently successful Lions Quest implementation in their local community.

### **Before Workshop confirmation**

#### **Creating Awareness, Selecting Teachers, Getting Commitments**

1. District Lions Quest Chairs must organize Lions Quest **informational seminars for Lions** to develop awareness about the program at the club level. The primary purpose of these seminars is to educate club members, recruit volunteers, garner support for the program financially, and develop Lions Quest Champions that can share information with schools/educators locally.
2. With the help and insight of Lions Quest Champions at the club level, District Lions Quest Chairs should organize Lions Quest **informational seminars for teachers, principals and school administration**. School trustees, management, principals should all to be involved in the seminar when possible.
3. Once a school(s) or school district is interested in implementing Lions Quest program curricula, **determine the following details:**
  - Intended grade levels
  - Type of workshop (e.g. *Skills for Growing, Skills for Adolescence, Skills for Action, Anti-Bullying, Service-learning, etc.*)
  - Level of implementation (e.g. full, partial, incremental)
  - Days/time slots that Lions Quest will be taught in class periods
  - Number of years school will commit to the program
  - Number of teachers to be selected for participation (10 min. /40 max.)
  - Potential dates available for a workshop
  - Consider location options that will accommodate the appropriate room furnishings, audiovisual equipment, and food and beverage
  - Level of financial support the Lions and school(s) will provide

- Will the school be open to having teachers outside their school attend
4. Make the school aware that curriculum for *Skills for Growing* and *Skills for Adolescence* (PreK-8) is grade level specific while *Skills for Action* is one set of materials for grades 9-12. **Teachers will only be receiving one curriculum** although they may teach multiple grade levels in PreK-8.
  5. **Contact Lions Quest customer service** at 1-800-446-2700 to align potential dates with the availability of trainers and request a Lions Quest Core Workshop Agreement contract.
  6. **Finalize workshop dates** and location with school(s).
  7. Send in signed and finalized **Lions Quest Core Workshop Agreement contract** to Lions Quest customer service by mail or fax.
 

Lions Quest Customer Service  
P.O. Box 304  
Annapolis Junction, MD 20701-0304  
Fax: 1-240-396-5741
  8. Complete the **Lions Quest Commitment Letter** to be given to the school principal or administrator. Please keep copy for your records and for reporting purposes.
  9. **Provide a list of attendees to Customer Service.** The list can be an excel spreadsheet or word document with name, grade level, and email of each participant.
  10. Start **recruiting volunteer Lions in the local club(s)** to provide onsite workshop support and logistics.
  11. **Invite Lions** in the District to attend the Workshop as observers.
  12. **Order any student materials** that the Lions plan to pay for at least 2 weeks before a scheduled Workshop to ensure timely arrival.

### **After Workshop confirmation:**

#### **Preparation, Logistics, and Recruiting Volunteers**

1. Continue recruiting up to **5 Lions workshop volunteers** to be on site to help with set up, breakfast and lunch arrangements, greeting and welcoming participants, registration, and speaking briefly about Lions Clubs International during the workshop.
2. **Finalize the list of Lions attending** as volunteers as well as any others that will be attending as observers.

3. Use total number of workshop participants, Lions, school staff, and the Lions Quest trainer to **order breakfast and lunch catering** through a reliable catering service or restaurant. This order should be confirmed within one week of a scheduled workshop. The Lions may also consider having bottled water, coffee, and/or snacks available for the participants as well. Ensure there will be proper plates, napkins, utensils, coffee cups etc. on site.
  
4. **Arrange for** having the following items on site during the workshop:
  - **Post It or other sticky-back flipcharts**
  - **Markers**
  - **Laptop**
  - **Projector**
  
5. Lions Quest customer service arranges for the trainers flight and hotel stay. If possible, Lions **may make arrangements to provide transportation to and from the airport and the workshop location**. This is not required, however. Lions would have to contact the schedule trainer directly if this is the intention.
  
6. **Prepare Sign-in Sheets** with the names of Registered Participants.

## **Day of WORKSHOP:**

### **Set up, Registration, and Advocacy**

1. **Ensure that the following supplies** will be on site:
  - Post It or other sticky-back flipcharts
  - Markers
  - Laptop
  - Projector
  - Plates
  - Napkins
  - Utensils
  - Coffee cups
  - Sign-in Sheets
  - Lions club banner/signage
  - Any Lions Clubs informational brochures
  - Contact information for the local Lions Club and the District Lions Quest Chair to hand out to workshop participants and school principal.
  
2. Arrive at least 30 minutes before scheduled start of workshop to **set up room, registration table, and food**.

3. Make sure the **workshop starts on time**.
4. **Observe, listen, and learn** about Lions Quest as it is presented in the training. Assist the trainer as needed. This is a truly hands on learning experience for Lions.
5. When lunch arrives, set up, and **ensure everyone is fed. Mingle with the teachers! Take photos.**
6. **Clean up and break down** the room at the completion of the workshop.
7. Ensure that the **attendance sheets are collected** for the Lions records, and to keep in contact with the trained teachers for future classroom involvement and Participant Sign-in Sheet.

### **After the Workshop completion:**

### **Reporting, Evaluation and Relationship Maintenance**

1. **Keep the attendance sheets on record for future contact** with trained teachers and to speak about service learning opportunities during the school year.
2. **Send action photographs and news cuttings** etc. of the workshop to LCIF – Lions Quest Department.
3. If the workshop was funded by an LCIF grant, **send the grant report, workshop expense details, and copies of receipts to LCIF** – Humanitarian Program Department within one week.
4. **Be in continuous touch with the school** for evaluation of the program, and to address any of the teachers concerns. Lions should be the liaison between the schools/teachers and Lions Quest.
5. Contact trained teachers **to assess the implementation of Lions Quest through surveys** at three points during the school year (pre-implementation, during implementation, and post-implementation).
6. **Report any evaluations done** during the school year to LCIF – Lions Quest Department.
7. **Partner on the service-learning** portion of the Lion Quest curriculum during the school year. Lions can meet with individual teachers to detail plans for this.
8. **Collect success stories** to be publicized online, in newsletters, or other media forms.
9. **Plan a recognition event for teachers** that have implemented the program in their classrooms.

10. Organize a **presentation(s) in classroom** to students about the value of service.
11. Provide **ongoing financial support for Lions student materials** for a set number of academic years.

**Support from Lion Quest Customer Service Office:**

- Schedules workshop and assigns Lions Quest trainer.
- Arranges travel and stay for Lions Quest trainer.
- Provides Lions Quest Core Workshop Agreement.
- Provides the workshop agenda.
- Answers questions and concerns.
- Provides Teachers and Workshop Evaluation forms.
- Provides workshop Teacher's Curriculum Kits and Student Journals.
- Provides certificates to teachers through trainer.